

16 June 1953

MEMORANDUM FOR: CHIEF, C&WD

25X1A2G

SUBJECT : Reclassification of slot #112

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In view of the current program and plans for operation at it is found advisable to change title of slot #112 now called Educational Specialist (Ops) to allow for placement of ~~Intelligence~~ Officer type personnel.

operations

2. The duties currently required of employee in referenced slot are those of preparing training schedules, controlling movement of trainees within the area, coordinating all operations requiring assistance of all departments, preparing periodic operations reports, preparing evaluation reports on trainees, developing and implementing PP-PM aspects of project, briefing and supporting of special instructors.

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3. In view of above facts it is requested that slot #112 be changed to read ~~Intelligence~~ Officer ~~(Ops)~~.

operations

Chief, FE

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KJ